ITCD

Shared & Group Folder Requests
November 2014

This document provides step-by-step instructions for a variety of shared and group folder requests:

- Request access to an existing HQ shared folder.
- Create a new HQ shared folder.
- Change the owner of an HQ shared folder.
- Delete an HQ shared folder.

Shared and group folders are located on the HQ server and are used to support HQ projects and programs. All HQ users have full rights to read, copy, and delete files in shared folders. Group folders contain workgroup files and require permission to access their contents.

For all shared and group folder requests, it is important to follow the steps in this document. These steps ensure that folders are created correctly, and that the information in the shared and group folders is organized, useful, accessible to those who have permissions, and appropriately stored.

All requests for shared or group folders are processed as HQ Shared Folders using the NASA Access Management System (NAMS).

Submitting HQ Shared and Group Folders Request

All shared and group folder requests are submitted on the **Application Request Attributes for HQ Shared Folders** screen in IdMAX. Whether you want to request access to an existing HQ shared folder, create or delete a shared folder, or change the owner of a folder, you must follow these steps:

1. Log into IdMAX (https://idmax.nasa.gov)
2. Under the main toolbar at the top of the page, click on the **Access Management** tab.
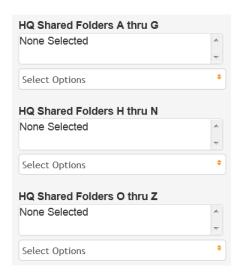3. In the **New Request** text box, type "**Shared Folders"** | Click **Search**.

Your NAMS Requests

Title	ID	Description	Type	Center
HQ Shared Folders	226692	HQ Request Access to HQ Shared/Group Folders	IT Asset	HQ

4. From the **Title** column, click the link for **HQ Shared Folders**

5. On the **Create Request** page, indicate the folder you would like to access by selecting from the alphabetized list, as shown at right.

6. From the menu, select your Role | From the menu, select an Action.

Role:	Action
Owner	Add, remove, create, edit, replace and rename
User Read Only	Can only view
User Read/Write	Modify, add, update, but not delete

HQ Shared Folders A thru G
None Selected
Select Options

HQ Shared Folders H thru N
None Selected
Select Options

HQ Shared Folders O thru Z
None Selected
Select Options

7. For user groups only, enter the user names to be added to the group folder

8. For a new or unlisted folder, enter the new or unlisted folder's name.

9. If you are not the new shared folder's owner, enter the owner's full name.

10. Enter the new shared folder owner's UUPIC: https://webdir.nasa.gov/

> If you need to look up the Owner's Name and UUPIC, click on the link for the **NED NASA Enterprise Directory**, which takes you to id.nasa.gov so you can search.

11. Select the urgency of this request: Normal, Priority, or Emergency.

12. Enter a Business Justification for your request.

13. If you have any special instructions for your request, enter them in the **Special Instructions** text box.

14. To complete your request and submit it for approval, at the bottom-right, click **Submit Request**.

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

This document is posted on the ITCD Web site at:
http://itcd.hq.nasa.gov/instructions.html

Page 2 of 2

Information Technology & Communications Division